



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>June 20, 1973</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received: <b>JUL 6 1973</b> Application No.: <b>73-464</b> Date Completed: <b>JUL 19 1973</b>	
2. Agency Application No.				4. Person to Contact <b>Inez M. Darby</b>	
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Offender Rehabilitation Offender Administration Division Interstate Compact for Probation Office 821 Trinity-Washington Bldg., Atlanta, Ga.</b>				5. Working Title: <b>Prob.</b> 6. Tel. No.: <b>656-3891</b> <b>Compact Supervisor</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates <b>1956 to present</b>		9. EXACT SERIES TITLE <b>Georgia Probationers in other States Files</b>			
10. What is the function of the office in which this record series is created? <b>Offender Administration Division is responsible for the supervision of the intake, classification, release and transportation of inmates. It also has the responsibility for the keeping of inmate records and department compacts. It provides supportive services for the Parole Board. Interstate Compact offices serves as a medium for transferring and receiving probationers to and from other states. Georgia is signatory (through legislation--Ga. Laws, Code Sec.27-2701a;P.405-408) to the Interstate Compact and all correspondence regarding out-of-state probation transactions should be handled through this office.</b>					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement <b>Documents relating to case material on Georgia probationers supervised by other states. Included are: Case Histories, Probation Sentence, Waiver, Application for Compact Services, Progress and Conduct Reports, Investigation &amp; Pre-Sentence Reports, General Correspondence.</b>  <b>The file is arranged alphabetically by name of probationer.</b>  <b>This standard is not applicable to probationers from other states under supervision in Georgia.</b>					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers					2 4
Legal-size File Drawers		32	64	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
					This Year's Last Year's Preceding Year's All Prior Years'
				AVERAGE DAILY REFERENCES	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? Record copy of the series is kept in Probation Field Offices within the state. ☐ YES ☒ NO
14. Is there a duplication of this series in another office or agency? ☒ YES ☐ NO  
Probation Field Offices
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☒ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See below, then:

Upon termination or transfer of probationer back to the State of Georgia, place all papers in the inactive file; then hold in current files area for 1 year; then transfer to State Records Center, hold 4 years; then destroy.

Attach Samples of the Series

26. Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Director, Archives &amp; History</i>	<i>1/3/73</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Hup</i>	<i>7-16-73</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carrall Hart</i>	<i>7-10-73</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. H. H. H. H.</i>	<i>2-16-73</i>